BUSINESS INTELLIGENCE (BI) JOB AID

B0048/B0155 PUBLIC INFORMATION

B0048 provides public information for only a single employee.

B0155 provides public information for all employees assigned to an org unit.

PROCESSING BI REPORT B0155

1. Enter the 8 digit org unit.
2. Click OK and execute the report.
3. Public information displays for all employees assigned to the org unit.

B0155: Public Information - All Employees

Variable Entry

Available Variants: [   ] [▼] | Save | Save As... | Delete | Show Variable Personalization

General Variables

	Variable ⇕	Current Selection	Description
*	Organizational Unit	▢	
	Employee(s) PersNo. (Optional)	▢	
	Personnel Area(s) (Optional)	▢	
	County(s) (Optional)	▢	

| OK | Check |

NOTE: The Organizational Unit field is mandatory. Other selection criteria include Employee PersNo, Personnel Area and County that are optional fields.

NOTE: B0048 for Public Information for a single employee will still be available. The Employee PersNo. field is mandatory for this report.